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Chief, Personnel Division  
Administrative Staff  
Chief, Fiscal Division  
Administrative Staff  
Personnel Action Requests

021

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Albion 10178-2

Bald: Oct 30  
1978

By: 03

1. In support of the requests (Form 37-3) dated 26 October 1960 applicable to [redacted] information pertaining to each individual's Payroll experience, only, together with pertinent comments in relation thereto is furnished as follows:

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September 1946 - September 1948

**CAF-6, Fiscal Accounting Clerk, Accounting Unit, (VA sponsored Training Program under PL 16--training period in Payroll with approximately four (4) months intermittent duty in Accounts)**

September 1948 - October 1950

GS-7, Time, Leave & Payroll Supervisor (Asst. Chief, Payroll).

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January 1943 - May 1943

CAF-2, Clerk Typist, Retirement, Tax and Bond Section.

May 1943 - October 1945

CAF-5, Asst. Clerk, Travel & Payroll Section  
(Preparations).

October 1943 - February 1945

**GAF-4, Payroll Clerk, Bonds & Payroll Preparation.**

February 1945 - September 1946

CAF-5, Fiscal Audit Clerk, Retirement, Leave,  
Bond & Income Tax Section.

September 1946 - August 1948

CAF-5, Fiscal Audit Clerk (Supervisor,  
Retirement & War Bond Section),  
Payroll & Leave.

August 1948 - October 1950

GS-5, Audit Clerk (Time, Leave & Payroll Supervisor), Supervisor, Payroll Audit.

2. From the above it may be seen that Mr. [ ] has had approximately four (4) years of experience in various phases of Payroll work, and at one time or another has performed the details of the work in each section of the Payroll Branch. During the period from September 1948 until recently, he has been a Supervisor, in the capacity of Assistant Chief of the Payroll Branch.

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TO: Chief, Personnel Division - AS

10 November 1960  
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3. The other individual, [redacted] has been employed in Payroll operations for approximately seven and three-quarter (7 3/4) years, and has been a Supervisor in two of the major sections of the Payroll Branch since September 1946.

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4. As you are aware, the former Fiscal Inspector departed from the Fiscal Division on or about 6 August 1960 for a period of vacation leave. At that time, the then Chief of the Payroll Branch began receiving, for development, material which would normally have been assigned to the Fiscal Inspector. Likewise, the two individuals named herein accepted the responsibilities and performed the functions of the Chief, Payroll Branch and the Assistant Chief, Payroll Branch, respectively. They have, therefore, at this time been on detail in the respective jobs for a period in excess of 60 days. However, circumstances present in the Fiscal Division at the time of duty detail made it inadvisable to accomplish such detail through the execution of Forms 37-5.

5. In view of the exceptional qualifications of each of these individuals to perform the assignments to which we recommended they be promoted by submission of Requests for Personnel Action on 26 October 1960, it is kindly requested that action be taken at the earliest practicable date to place these individuals in the grades applicable to the assignments which they are accomplishing.

6. In arriving at the Effective Date, it would appear proper to consider that the individuals have been performing like assignments (Payroll work) during the entire period reflected herein.

[redacted]

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DN0/bme  
cc: (Personnel)  
File 225-C  
Payroll-2  
FFB

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